

**Shasta Head Start
BOD Meeting Minutes
Zoom Meeting
September 17, 2020**

Time Convened: 4:32 pm

Meeting Adjourned: 5 pm

Attendees:

BOD Members: Ann McFarland Linda Cole Johnni Hansen Carol Nye		Shasta Head Start Staff: Gloriana Rhodes Gordon Chatham Amanda Keefer Tracey Vierra
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Action Items:

<ul style="list-style-type: none"> • Minutes • Personnel Report 	<ul style="list-style-type: none"> • New Board Member • Adjourn
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	AGENDA ITEM/TOPIC	DISCUSSION/SUMMARY
1.	Introductions & Brief Announcements	The meeting was called to order at 4:32 pm by Johnni Hansen. A quorum was not reached.
2.	Minutes ➤ August 2020	Minutes tabled.
3.	Fiscal Report	Tracey Vierra gave the Fiscal Report. Head Start expenditures were \$548,885 and year to date expenses are 97.1%. Admin expenses were 6.66% and in kind is 103.64%. Early Head Start expenditures were \$429,011, and year to date expenses are 98.13%. Admin expenses were 0.07% and in kind is 101.19%. FCC expenditures were \$33,004, and year to date expenses are 80.41%. Admin expenses were 6.69% and in kind is 154.33%.
4.	Director's Report	Gordon Chatham gave the Director's Report that included: agency operations, In-Service, staff shortage due to COVID 19, and Final Rule on Designation Renewal System Changes.
5.	Progress/Attendance Report	Amanda Keefer discussed the Progress and Attendance Reports. Shasta Head Start has an attendance goal of 90%.
6.	Personnel Report	Personnel Report tabled.

7.	Intro to the Monitoring Process Training	Amanda gave the group an overview of the Monitoring Process.
8.	Eligibility and Prevention of Fraud Training	Training tabled.
9.	New BOD Member	Item tabled.
10.	Disabilities End of the Year Report	Training tabled.
11.	CDE Funding Application	Item tabled.
12.	Executive Director Evaluation	Item tabled.
13.	Adjournment	The group adjourned at 5pm. Tabled items will be pushed to either the October or November BOD meeting.

Approved as to form and content:

John Pappas, Board of Directors Chair